

## INFORMATION FOR SGA ELECTIONS

### SGA Election Rules for Academic Year 2016-2017

Whereas the Elections Chair has formed this document to outline the rules for the Student Congress elections for the officers of the 2016-2017 academic school year for the positions of Student Government Association President, Chief Executive Officer, Senior Trustee, and Academic Fund Board Chairperson. The List of available offices is dependent upon the current revisions of the constitution in the event that the revisions are not passed by the time of the election the Chief Executive Officer will be removed from this list and replaced with the Vice President.

Be it resolved that the following rules be approved by the Student Congress to act as the guidelines for the 2016 Student Government Elections.

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#### **Election Rules:**

1. The timeline for the elections process is as follows:
  - a. March 17 : Petitions available on blackboard or in the Center for Student Engagement for the positions of SGA President, Chief Executive Officer, Senior Trustee, and Academic Fund Board Chairperson.
  - b. April 4 : Deadline for the submission of all applications/signature sheets to Geoff Edwards will be at 5:00 PM for all positions.
  - c. April 11-12: Voting will be held online at [acelink.evansville.edu](http://acelink.evansville.edu) for all positions.
  - d. April 14: Election results will be announced at the Student Congress meeting.
2. In order to be considered an official candidate, all nominees must complete an application that includes obtaining 75 signatures from current students at the University of Evansville. Applications will be available in the Center for Student Engagement.
  - a. Any student that is off campus during the elections time period that still wishes to run for an office next year must submit the name of a proxy to Geoff Edwards in the Center for Student Engagement. This proxy must be a student and will be responsible for turning in the candidate's application and signatures by the deadline as well as any campaigning for the candidate.
  - b. Applicants will not be official candidates until notified by the Elections Chairman that they meet the requirements for office.
3. Candidates are allowed to campaign for their position as long as their advertising and distribution of materials is approved by the Center for Student Engagement.
  - a. Candidates are responsible for the clean-up of their campaign materials. All campaign materials must be cleaned up within 24 hours of the closing of polls.
4. Any student that is considered a full-time student is eligible to vote online.
5. For any complaints regarding the elections process or violation of these rules must, the complaint must be submitted to the Elections Chair in writing within 24 hours of the

closing of the polls. Upon review of the violation, the chair can form an Elections Committee to discuss the complaint. If need be, the Committee may present it to Student Congress and the candidate may be disqualified by a majority vote. If a candidate is disqualified, the runner-up will assume the office.

6. As stated in the Constitution, for the elections of SGA President, Chief Executive Officer, AFB Chair, and Student Elected Trustee, there will be alternative voting provided by AceLink. Alternative voting will allow that voters to select their top three choices for each position for situations in which there is not a majority winner. Any necessary runoff elections (in the case of a tie or in which no candidate receives the popular majority of the votes (51%)) will be done automatically by AceLink to determine the winner. For alternative voting, the candidate that receives the least first place votes will be eliminated. The students who ranked the eliminated candidate as their first choice will automatically have their vote be cast for their second place candidate. This process will occur until there is a majority winner.

All questions regarding the election should be directed to the Enhancement Chair and chair of the election committee, Jacob Green. (email: [jg251@evansville.edu](mailto:jg251@evansville.edu))

## **University of Evansville Student Elected Trustee Duties and Responsibilities**

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The University of Evansville Board of Trustees includes three student-elected representatives who have full voting privileges. Each Senior Trustee serves rotating three-year terms. One Senior Trustee exits the Board each spring as a new representative is elected by the Student Association (consisting of students that pay the Student Activities Fee).

The Senior Trustees will have the following duties and expectations:

- Senior Trustees are responsible for representing the views and concerns of current University students.
- Each Senior Trustee is expected to attend each scheduled meeting of the Board of Trustees. Board meetings are typically held three times a year, during the fall, winter, and spring.
- Each Senior Trustee is expected to serve on at least two committees of the Board. One of these committees should be the Student Affairs Committee. The Chairperson of the Board will make the final decision.
- Each Senior Trustee will be responsible for maintaining regular communication with the President of the Student Government Association, Dean of Students, and Chair of the Student Affairs Committee.

- Each Senior Trustee will be responsible for meeting with the Student Government Executive Committee prior to each Board meeting.
- Senior Trustees will be aware of the fact that UE Trustees are often asked to attend other University functions such as the President's Dinner and on occasion, called meetings of Trustees and Committees. The Senior Trustee should make an effort to attend these functions when possible.
- Senior Trustees, if able, should attend all meetings of the Alumni Board of Directors. Senior Trustees also have full voting privileges as members of the Alumni Board. In the event that a Senior Trustee cannot attend an Alumni Board meeting, he/she must contact the Director of Alumni Relations prior to the scheduled meeting. The Senior Trustee may be allowed to vote via absentee ballot.
- Make a financial contribution to the University. The amount given is not as important as the fact that a contribution is made and will support 100% of the Board giving to the University.

For each Board meeting, lodging expenses will be provided for each Senior Trustee who resides outside of the Evansville area. Travel expenses will be reimbursed up to \$750.00 total per academic year.

Senior Trustees can be removed from the Board in accordance with Board procedure.

It is a privilege to represent the student body as a Senior Trustee. Each of these Trustees must remember who he/she is representing, and fulfill his/her duties to the best of their ability.

## **University of Evansville Chief Executive Officer Duties and Responsibilities**

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1. The CEO of Student Congress will:
  2. Preside over Student Congress meetings.
  3. Be a non-voting member of Student Congress, except in cases of ties.
  4. Be responsible for representing the Student Government Association and the Student Association.
  5. Hold regular office hours to make him or her available to students
  6. Oversee the duties and responsibilities of the Student Congress Executive Board officers. Approval of their salary is based on their completion of these responsibilities.
7. The CEO is responsible for being an active member of the following committees:
  8. Student Government Executive Committee
9. The CEO shall chair the Elections Committee. If the Chief Executive Officer runs for an elected office, he or she will step down from the chair of the Elections Committee and the Parliamentarian

of Student Congress will appoint someone who is not running for an elected position to chair the Elections Committee.

10. The CEO shall chair weekly Executive Board meetings at which all of the executive members and committee chairs will be expected to attend.
11. The CEO is responsible for preparing documentation concerning all legislation passed by the legislative body for approval of the President of the Student Government Association within one week of the voted meeting date.
12. The CEO will present a list of candidates for the role of CFO at the first Student Congress meeting. This list must consist of at least two students who meet the requirements of the CFO and the candidates will be voted on by the Student Congress until a candidate receives a simple majority.
13. The CEO will appoint the following positions with simple majority vote of the Student Congress:
  14. University Enhancement Chair/Ombudsman
  15. Communications Chair

## **University of Evansville SGA President Duties and Responsibilities**

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1. The President will:
  - a. Approve or veto all legislation passed by the legislative body within two (2) weeks of receipt.
  - b. See that all legislation is faithfully executed.
  - c. Attend the meetings of the Student Congress and inform congress of weekly activities pertaining to his or her office.
  - d. Serve as a non-voting member of Student Congress.
  - e. Be responsible for representing the SGA.
  - f. Be a non-voting member of the Finance and Budget committee.
  - g. Hold regular office hours to make him or her available to students.
  - h. Appoint and have the power to dismiss representatives to standing and ad hoc committees of the SGA with simple majority vote from the student congress.
  - i. Communicate with Student Elected Trustees about SGEC meetings.
  - j. Oversee the duties and responsibilities of the Vice President and approve his/her salary based on their completion of these responsibilities.
2. The President is responsible for being an active member in the following University of Evansville committees as well as others as deemed necessary by the Dean of Students or the President of the University.
  - a. The Faculty Senate

- b. The Fiscal Affairs Committee
  - c. Student Government Executive Committee
3. The President will appoint and have the power to dismiss representatives with the approval of a simple majority vote of Student Congress to the following University of Evansville committees:
- a. Two (2) students to the Martin Luther King Jr. Program
  - b. Two (2) students to the Admissions and Standards Committee
  - c. Two (2) students to the Academic Assessments Committee
  - d. Two (2) students to the Academic Services Committee
  - e. One (1) student to the Honorary Degree Committee
  - f. One (1) student to be Chief Justice
  - g. Six (6) students to the University Honor Council
  - h. Two (2) students to the University Ceremonies Committee
  - i. Two (2) students to the Athletics Committee
  - j. Two (2) students to the Curriculum Committee
  - k. One (1) student to the General Education Subcommittee
  - l. One (1) student to the Writing Subcommittee
  - m. Two (2) students to the University Ceremonies Committee
  - n. One (1) student to the Andiron Lecture Committee
  - o. Four (4) students to the Outstanding Teacher Award Committee
  - p. One (1) student to the Healthy Weight Initiative Committee
  - q. Two (2) students to the Inclusion Committee
  - r. Two (2) students to the Parking Appeals Committee
  - s. Ten (10) students to the Judicial Board
4. The President will chair the Student Government Executive Committee (SGEC), which will consist of the President, Vice President, Chief Executive Officer of the Student Congress, Chief Operating Officer, AFB Chair, Chief Justice, and the Parliamentarian.
- a. The duties of the SGEC will include, but are not limited to the following:
    - i. Decide which students may be exempt from the Student Activity Fee.
    - ii. Meet with Student Trustees to discuss University activities.
    - iii. Review organizations for recognition by the Student Congress.

## **University of Evansville Academic Fund Board Chairperson Duties and Responsibilities**

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5. The AFB Chair will call monthly meetings of the AFB, to occur on the 1<sup>st</sup> Wednesday of each month during the academic year.
6. The AFB Chair will chair AFB meetings and be responsible for notifying petitioners and other AFB members of the meeting time and location.
7. It is the responsibility of the AFB Chair to process approved requests from the AFB budget and to ensure compliance with the SGA Financial Bylaws.
8. The AFB Chair will serve as a member of the Student Government Executive Committee.
9. The AFB Chair will serve as a non-voting member of Student Congress and make reports to the Student Congress on the activities of the AFB following each monthly meeting.
10. The AFB Chair will hold regular office hours to make him or her available to students.